

**Indoor Environments: Reducing Public Exposure to Indoor Pollutants
2006 Request for Proposals**

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA), Region 9

FUNDING OPPORTUNITY NAME: Indoor Environments: Reducing Public Exposure to Indoor Pollutants

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: EPA-R9-AIR6-06-008

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

OVERVIEW

EPA seeks proposals from eligible entities for projects to support demonstration, training, outreach and/or education cooperative agreements that reduce exposure to indoor air pollutants in K-12 schools and homes, and which yield measurable environmental outcomes. Funds will be awarded pursuant to Section 103 of the Clean Air Act in the form of cooperative agreements.

These awards are intended for work in EPA Region 9, which consists of the states of Arizona, California, Nevada, Hawaii, and the Pacific Islands (U.S. territories of Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and other unincorporated U.S. Pacific possessions.)

The estimated funding for this competitive opportunity is approximately \$120,000. EPA, Region 9 anticipates the award of approximately five cooperative agreements resulting from this announcement, subject to availability of funds and the quality of applications received. Awards are expected to be in the range of \$20,000 to \$35,000 total over one or two years.

IMPORTANT DATES

June 2, 2006	Proposals must be received by EPA or filed electronically through Grants.gov by 8pm Eastern Standard Time or 5pm Pacific Standard Time
June 30, 2006	Applicants notified if proposal selected for funding instructed to submit full application
July 28, 2006	Full application with workplan must be postmarked by or received through Grants.gov
November 2006	Awards made

LATE PROPOSALS WILL NOT BE CONSIDERED. The above dates (other than the June 2, 2006, proposal submission due date) are anticipated and may be subject to change.

CONTENTS OF FULL TEXT ANNOUNCEMENT

I. Funding Opportunity Description

- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Other Information

Attachment 1: Frequently Asked Questions

Attachment 2: Examples of Environmental Outputs/Outcomes

Attachment 3: Instructions Grants.gov

**U.S. EPA Region 9 INDOOR ENVIRONMENTS: REDUCING PUBLIC
EXPOSURE TO INDOOR POLLUTANTS
2006 Request for Proposals
Funding Opportunity Number: EPA-R9-AIR6-06-008**

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The goal of this Request for Proposals (RFP) is to support demonstration, training, outreach and/or education projects that are aligned with EPA's strategic objective to increase the number of people breathing healthier indoor air as well as our indoor air pollutant priority air objectives and the agency's annual measures and long-term measures detailed in I.C.1. These awards are being made under the Clean Air Act (CAA) §103.

Based on several reports and studies conducted or commissioned by EPA since the 1980's, EPA has identified and characterized significant risks to public health from environmental contaminants that are commonly found in a wide range of buildings, including homes, schools, and office buildings. Information on the USEPA Indoor Air Quality voluntary programs can be found at: <http://www.epa.gov/iaq/>.

B. Scope of Work

EPA is soliciting proposals from eligible entities (described in **Section III.A**) to conduct demonstration, training, education, and/or outreach projects that seek to reduce exposure to indoor air pollutants **for K-12 schools and homes**. Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. Proposals must measure the results of the activities conducted under those projects.

Additionally, all project activities proposed for funding under this RFP must clearly fall within EPA's statutory authorities Clean Air Act Section 103, (<http://www.epa.gov/air/caa/caa103.txt>).

For each priority area selected, applicants must articulate their project goals, objectives, activities and expected results. Results are expressed as outputs and outcomes. An output is an environmental activity, effort and/or associated work products related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date. An outcome is the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic objective. Outcomes may be environmental, behavioral, health related or programmatic in nature, must be quantitative and may not necessarily be achievable within an assistance agreement funding period.

While it may be beyond the scope of the outreach and education proposals under this solicitation to directly measure the impact of their actions on the long-term environmental health goal or condition, each proposal should describe its relationship to the environmental health outcome that can be expected to occur as a result of the project's efforts. Examples of these relationships specific to indoor air pollutants are illustrated in Tables 1-1 through 1-3 (see **ATTACHMENT 2**). This information is provided to applicants to assist them in preparing their proposal.

No EPA funds may be used to conduct a survey under this funding opportunity

C. EPA's Strategic Plan and Anticipated Programmatic and Environmental Results

1. Linkage to EPA Strategic Plan

This Request for Proposals supports EPA's strategic objective to increase the number of people breathing healthier indoor air. The competitive opportunity also supports the Agency's annual measures and long-term measures as detailed below. These goals build on the Agency's Strategic Plan; Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air located at <http://www.epa.gov/ocfo/plan/2003sp.pdf>.

To accomplish the goals of the Agency's Strategic Plan, EPA's Office of Radiation and Indoor Air, Indoor Environments Program has developed indoor air quality priority area objectives. EPA Region 9 is focusing on a subset of these, which are identified below. Applicants must identify project objectives and goals that are aligned with the following indoor air quality priority areas. As discussed further in Sections C.2-3, proposed projects must quantify environmental outputs for identified activities and achieve measurable environmental outcomes that demonstrate progress towards achieving project objectives and goals within these priority areas.

2. Priority Areas: Proposals to fund projects under this announcement must fall under at least one of the following three priority categories (also referred to in Section IV.A. Evaluation Criteria):

Priority Area 1 Objective: Reduce Exposure to Indoor Asthma

<http://www.epa.gov/asthma/index.html>

To increase the number of people with asthma who take actions to reduce their exposure to environmental triggers. As part of this goal, EPA has identified children and low income individuals as disproportionately impacted and therefore has placed particular emphasis on reaching these populations, as well as training the healthcare workforce on asthma trigger management.

EPA funded the University of Michigan Asthma Health Outcomes Project (AHOP), which has had the purpose of identifying the common themes and features of asthma programs with an environmental component that were achieving positive health outcomes. Information on the study can be referenced at <http://www.asthma.umich.edu/ahop.html>.

Priority Area 2 Objective: Improving Indoor Air Quality in Schools

<http://www.epa.gov/iaq/schools/index.html>

To increase the number of K-12 schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*. Effective plans comprise a set of actions shown to have a significant effect on improving indoor air quality and reducing associated adverse environmental health impacts such as asthma attacks. Priorities include urban and rural (including tribal) schools which may have significant indoor air quality and infrastructure problems and substantial resource challenges. Improving IAQ in these schools will likely have a relatively greater impact on air quality, and therefore on health effects of students and staff. **EPA's goal is for all schools to use *IAQ Tfs*, or comparable IAQ practices, to ensure a strong IAQ management plans and subsequent improved IAQ in schools.**

Priority Area 3 Objective: Reduction of Indoor Asthma Trigger in Homes

<http://www.epa.gov/iaq/#Asthma>

To improve the health of home occupants with asthma by reducing exposure to indoor environmental asthma triggers in the home. Education which takes place in the home setting can be a very effective component of projects aimed at training children/people with asthma and their caregivers about identifying and mitigating home indoor asthma triggers. Priorities include children and underserved communities, as well as projects which are integrated into a comprehensive asthma management approach. While the focus is in-home training, projects can include education and training which takes place outside the home.

3. Measuring Environmental Results

For each priority area selected, applicants must articulate their project goals, objectives, activities and expected results. Results are expressed as outputs and outcomes. An output is an activity, effort and/or associated product related to a larger environmental or programmatic goal or objective; to be produced or provided over a specific period of time or by a specified date and that will be measurable, either qualitatively or quantitatively, within the assistance funding period. An outcome is the measurable impact, result, effect or consequence that will occur from carrying out the program or activity. It may be programmatic, behavioral, environmental or health-related in nature. Impacts of programs or changes in behavior are typically intermediate outcomes that will eventually lead to desired changes in environmental or health status or 'end' outcomes.

Accordingly, achievement of the end environmental outcome may not be able to be attributed to, or measurable within, the time frame of a single assistance agreement.

Outputs: Applicants are responsible for quantifying environmental health related outputs for proposed demonstration, training, education and/or outreach project activities. These outputs must describe the level of activity that will be provided over a period of time (e.g., number of people trained; number of children trained at school on how to manage their asthma including how to reduce their exposure to indoor environmental



asthma triggers) and should demonstrate progress from a stated baseline¹ towards achieving substantial measurable environmental outcomes.

Outcomes: As described below in Tables 1-1 through 1-3 (**ATTACHMENT 2**); applicants are responsible for achieving substantial measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits. Environmental outcomes must describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes and long-term environmental health outcomes. Intermediate action outcomes describe behavior changes achieved (e.g. number of schools establishing effective indoor air quality management plans consistent with IAQ TfS; additional patients taking action to reduce asthma triggers) beyond the current stated baseline¹. Applicants must estimate the intermediate action outcomes they will achieve and describe how they will quantify them.

Intermediate action outcomes ultimately lead to long term environmental health outcomes of the project. Health benefits can not always be quantified by partners, but are desirable when possible, (e.g., decrease in asthma emergency room visits, decrease in lost school/work days due to indoor air quality problems, etc.). While applicants may not be able to quantify the link between intermediate action outcomes and long-term environmental health outcomes, they should be able to qualitatively describe this link.

Table 1-1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and intermediate environmental action outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term environmental health outcomes.

Table 1-1 – Definitions

 Activities	 Programmatic/ Environmentally Related Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
Description of services your project will provide (e.g., conduct training, organize conference, develop a demonstration)	These outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of people trained, number of	Intermediate action outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g. additional patients taking action to reduce asthma triggers).	Long-term environmental health outcomes are the ultimate health benefit of the project. Environmental health outcomes can not always be quantified by partners, but are desirable when possible (e.g., lung cancer deaths avoided, decrease in asthma E.R.

¹ Baseline- the starting point from which progress is measured and targets are set. The baseline proposed should incorporate the most recent information available prior to the start of the project. Baselines can be based on organizational experience, estimates from past performance, national data, or expert opinion. Examples of baselines and corresponding targets are listed in Section IV, Stage 2 *Elements of the Proposal* under F:

	children receiving in-school asthma education.)		visits, decrease in lost school/work days due to IAQ problems)
--	---	--	--

Project activities must link to at least one of the long-term environmental health outcomes listed in Tables 1-2 and 1-3 (ATTACHMENT 2). Additional environmental outcomes may be acceptable.

II. AWARD INFORMATION

A. What is the amount of funding available?

Estimated funding for this competitive opportunity is approximately \$120,000.

B. How many agreements will EPA award in this competition?

EPA Region 9 anticipates awarding approximately five cooperative agreement(s) resulting from this announcement, subject to the availability of funds, with project periods up to 2 years, and depending on the quality of applications submitted. Awards are expected to be in the range of \$20,000 to \$35,000 total.

Additional awards may be made up to four months from the date of the original selections if additional funds become available. EPA reserves the right to make no awards under this funding opportunity.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to its substantial involvement as part of the award process, the anticipated substantial federal involvement during this agreement may be:

1. close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. collaboration during performance of the scope of work;
3. in accordance with 40 CFR 31.36(g), review of proposed procurements
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. review, comment, and acceptance of reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
6. approving proposed changes to work plan and/or budgets

C. What is the budget and project period for award(s) resulting from this solicitation?

The estimated budget and project period for awards resulting from this solicitation is [11/01/06 to 10/30/07, or 10/30/08 for two year project. **Note: the funding for any two year project is dependent upon funds availability for the second year]**

all projects **must be completed within that time period.**

D. Will EPA consider partial funding for projects?

Yes. EPA reserves the right to partially-fund proposals by funding discrete activities, projects, or phases of proposed proposals. If EPA decides to partially fund proposals, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Applicants will be notified within 15 calendar days if they do not meet the eligibility criteria.

Assistance under this program is generally available to States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Threshold Eligibility Criteria

1) Applicants must address one or more of the priority areas listed in Section I.C.2. For each priority area selected, applicants must articulate their project goals, objectives, activities and expected results.

2) With respect to asthma, only those activities that directly address environmental factors (as stated in Section I.C.2) that may influence asthma onset or exacerbation are eligible for funding under this RFP. Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs, as recommended by the National Asthma Education Prevention Program (NAEPP) <http://www.nhlbi.nih.gov/about/naepp/>. While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g., medical management) activities are proposed, applicants must be prepared to document alternative funding sources for such activities.

With respect to schools, activities must also fall within EPA's authority to conduct demonstration, training, outreach and/or education activities which disseminate information on the causes, extent, prevention and control of indoor air pollution in school environments. ***Project proposals may not go beyond these authorized activities and applicants are cautioned against proposing "programs" or "program implementation" projects.*** All proposed activities must be consistent with the information and guidance in

EPA's Indoor Air Quality Tools for Schools kit:

<http://www.epa.gov/iaq/schools/index.htm>

- 2) Late proposals will not be considered.
- 3) The project must be for work done in EPA Region 9.

C. Matching funds

There is no statutory or regulatory match requirement under the Clean Air Act Section 103. However, please note that Section V. includes an evaluative criterion for leveraging.

EPA grant and cooperative agreement funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award.

IV. APPLICATION AND SUBMISSION PROCESS

How to Submit Your Proposal:

Applicants have the option to submit a proposal either by hardcopy or electronically, you must choose only ONE method. If you wish to apply with a mail/delivery hard copy submission, please follow the instructions under “**Hard Copy Submission.**” If you wish to apply electronically via Grants.gov, please follow the appropriate instructions for “Electronic Submission” below (**ATTACHMENT 3**). EPA encourages applicants to submit their application materials electronically through Grants.gov.

The application process for hardcopy submission and electronic submission involves:

- Submit Cover Letter with Proposal (Note: Both Hardcopy submissions and when filing electronically you must submit your proposal as an attachment and also include forms SF 424 and 424A).

Applicants must complete a **cover letter** (maximum 2 pages) and **proposal** (maximum 6 pages - see below for exceptions to basic 6 page maximum length). A page equals one side; double sided copies are preferred, using no smaller than 11 point Times New Roman Font with 1” margins. Only the proposal will be evaluated using the evaluation criteria set forth in Section V. (Application Review Information) of this RFP.

Elements of the Cover Letter: The cover letter will be attached as part of the project narrative attachment form in Grants.gov if filing electronically through Grants.gov).

The maximum two (2) page cover letter **must provide all of the following information:**

- 1) Contact information for the organization:
 - a) Name of organization
 - b) Contact person's name
 - c) Mailing address (provide express mail address if different from mailing address)
 - d) E-mail address
 - e) Phone and fax numbers
- 2) A statement that your organization meets eligibility requirements in Section III.

- 3) Identification of the indoor air quality priority area(s) that the proposal addresses. [Examples: “Indoor asthma triggers,” “IAQ in Schools,” “Indoor Asthma Triggers in Homes,”--see “**Frequently Asked Questions**” (**ATTACHMENT 1**) for additional detail]
- 4) A description of your organization and its mission

Elements of the Proposal: applicants must provide all the following information: (attached as part of the project narrative attachment form in grants.gov if filing electronically through grants.gov)

In addition to the cover letter, organizations must submit a **maximum 6 page proposal**. Exclusions to this 6 page maximum are as follows:

- Budget, resumes and letters of support do not count toward the six page limit of the proposal
- Pages within the proposal which specifically address the evaluation criteria for “Organizational Past Performance and Programmatic Capability” will not count toward the six page limit if the relevant text is clearly labeled as addressing the beginning and end of “Stage 1, D: Past performance and Programmatic Capability.”
- If an alternative funding project duration (for example, one year instead of two, at a different funding level) is being provided, applicants may provide one additional page to describe how this would affect workplan and results.

Any other pages exceeding this page limit will not be considered. Each page of the cover letter and proposal should identify the name of the applicant organization and be numbered.

The **proposal should address the elements listed below in the indicated order.** These elements will be evaluated according to the point distribution listed in section V.A.

A. Project Title

B. Project Goals and Objectives

Discuss how goals and objectives:

- align with EPA’s Strategic Plan and indoor air quality priority area goals identified in Section I.C.1 of this RFP
- address one or multiple EPA indoor air program priority objectives and goals
- demonstrate innovative approaches
- address disproportionately impacted audiences

C. Narrative workplan

The narrative workplan should:

- address activities including a description of methods and materials used over the entire project period
- demonstrate the practicality and feasibility of the project
- identify intended audience and demonstrate that the project is appropriate for that audience
- describe how and whether collaborations and partnerships will be developed and utilized.
- provide a timeline of these activities, including milestones, as well as projected timeframes of environmental outputs and environmental

outcomes for the entire project period as detailed in Tables 1.1 through 1.3, Section I.C of this RFP

- describe how the project will be managed and results tracked.

D. Past Performance and Programmatic Capability

1) Experience with EPA Funded grant programs: - Submit a list of all EPA and other Federal Agency assistance agreements that your organizations performed in the last 3 years and describe how you documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) If you were not making process please indicate how you adequately documented/and or reported why not.

2) Programmatic Capability- Submit a list of all federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years and describe how you were (i) technically able to successfully carry out those projects and (ii) your history of meeting the reporting requirements under these agreements including submitting acceptable final technical reports. (iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: Applicants must submit information relating to the programmatic capability criteria to be evaluated under ranking factor(s) in Section V of this announcement. EPA will consider information provided by the applicant and may consider information from other sources including Agency files

E. Sustainability and Replication

The sustainability and replication section should provide an explanation of the extent of:

- the applicant's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement
- the impacted audience's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement
- the applicant's ability to demonstrate that activities are replicable

F. Monitoring and Evaluating Progress and Results

The monitoring and evaluating progress and results section should provide:

- a practical approach to identifying, measuring, and evaluating programmatic outputs and programmatic and/or environmental outcomes
- a baseline - the starting point from which progress is measured and targets are set. The baseline proposed should incorporate the most recent information available prior to the start of the project. Baselines can be based on organizational experience, estimates from past performance, national data, or expert opinion. Examples of baselines and corresponding targets:

-“From 2003-2005 the organization initiated a project to provide in-home education on control of exposure to environmental asthma triggers to low-income children with asthma and their caretakers in 300 households. We propose to educate an additional 150 such households during the grant period.”

-“Based on commitments from district officials in each of the 50 school districts in our target area, none was using an effective IAQ management plan. Our demonstration project will attempt to implement IAQ plans consistent with EPA guidance in 10 of these districts.”

- a tracking method to evaluate progress toward achieving goals, objectives, and measurable environmental outputs/environmental outcomes identified in Section I.C.3 of this RFP

G. Budget/Detailed Itemized Budget

Provide an appropriate budget for the following categories, specifying unit costs:

- Personnel
- Fringe Benefits
- Contractual Costs
- Travel
- Equipment
- Supplies: EPA funds may only be used for environmental (not medical) purposes. “Medical” includes clinical services and asthma supplies such as spacers, peak flow meters, nebulizers, etc. “Environmental” might include *appropriate* environmental mitigation supplies. Additionally, these funds may not be used for “incentives,” such as t-shirts, pencils, etc.
- Other
- Total Direct Costs
- Total Indirect Costs: must include documentation of accepted indirect rate
- Total Cost;
- Total Project Cost. Specify total cost of the project proposal (separately identify requested EPA funding and leveraged funds
- Project period/Budget period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in November 1, 2006 through October 31, 2007 or 2008).

DUE DATE: The cover letter and proposal (known as a project narrative attachment form in Grants.gov if filing electronically) with the scope of work and key personnel, and separate budget page(s) **must be received by Mr. Shelly Rosenblum no later than 5 PM Pacific Standard Time on June 2, 2006. Late proposals will not be considered.**

Hard Copy Submission:

Application material submitted via mail/commercial delivery service. Proposals must be delivered to EPA, Region 9 by **June 2, 2006, 5 PM Pacific Standard Time**. Proposals submitted after this date will not be considered for funding. The original and two copies of your proposal must be submitted to the address below:

Attn: Mr. Shelly Rosenblum
U.S.EPA Region 9 (AIR-6)
75 Hawthorne Street
San Francisco, CA 94105
Phone: (415) 947-4193

Electronic Submission (Grants.gov): Refer to instructions in **ATTACHMENT 3**.

DUNS: All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>

Confidential Business Information. Applicants are discouraged from including confidential business information in their proposal. However, if confidential business information is included it will be treated in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c)(2) prior to disclosure.

Intergovernmental Review: Applicants (except for Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

V. APPLICATION REVIEW INFORMATION

Applications will be evaluated for threshold criteria and if meeting that will be evaluated based on the following evaluation criteria. Each proposal will be **rated under a points system, with a total of 210 points possible**.

A. Evaluation Criteria

Proposal Evaluation Criteria		Maximum Points per Criterion (210 Point Scale)
I. Project Goals and Objectives:		Total Points: 65
1.	The proposed project goals and objectives align with EPA's Strategic Plan and indoor air quality priority area goals (as described in Section I.C.1).	15
2.	The proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes (as described in Section I.C.3.)	20
3.	The proposed project shows innovative approaches to achieving project goals, objectives, and measurable environmental outcomes.	15
4.	The proposed project goals and objectives are likely to reduce exposures to indoor air pollutants for socio-economically disadvantaged or disproportionately impacted populations (as described in Section I.A).	15
II.	Narrative Workplan: Activities; Methods; Materials; and Timeline:	Total Points: 50

1.	The narrative workplan sufficiently describes the activities, methods, materials, and timeline that will be used to achieve each goal, objective, and measurable environmental health outcomes.	10
2.	The narrative workplan describes the practicality and feasibility of project's proposed activities, methods, materials, timeline for achieving the project goals, objectives and outcomes.	15
3.	The narrative workplan describes activities, methods, and materials that are appropriate for the designated target audience(s).	10
4.	The narrative workplan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	15
III	Organizational Past Performance and Programmatic Capability	Total Points: 20
1.	Past Performance: Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results under EPA and other Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented/and or reported why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant information for this factor will receive a neutral score for it.	10

2.	Programmatic Capability: Under this factor, the Agency will evaluate the applicants technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully completing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor.	10
IV. Project Sustainability and Replication		Total Points: 20
1.	The proposed project addresses how applicant will sustain successes in meeting goals, objectives, and environmental outcomes beyond the conclusion of the EPA assistance agreement, and how the impacted audience (e.g. schools, asthmatics, etc.) will sustain successes in achieving measurable outcomes beyond the conclusion of the EPA assistance agreement.	15
2.	The proposed project demonstrates that activities are replicable.	5
V. Monitoring and Evaluating Environmental Results:		Total Points: 25
1.	The proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and environmental outcomes and identifies baseline(s) to measure them.	15
2.	The proposed project specifies how progress towards achieving goals, objectives, and measurable environmental outputs & outcomes will be tracked and reported.	10
VI. Budget:		Total Points: 30
1.	The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	15

2.	Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.	15
----	---	----

B. Review and Selection

Each eligible proposal will be evaluated by a panel of EPA staff based on the criteria set forth in Section V. of this RFP. In your proposal, please make sure that you address each criterion. The evaluation criteria and corresponding point values are listed above. The maximum score is 210 points. An EPA selection committee will score each proposal. The review panel will develop a ranking list and submit this to the selecting official. The highest numerically ranked proposal(s) subject the availability of funds, and consideration of factors listed in Section V.B. will be selected for this award. Selected organizations will be notified and requested to submit a full application

Other Factors

In addition to the evaluation of proposals against the ranking criteria described above in Section V. A., the EPA selecting official may consider the following factors (listed below) in making selection award decisions for all cooperative agreements:

- balance between indoor air quality program priority areas
- geographic balance within EPA Region 9
- balance of type of community targeted (e.g., rural, urban, low-income, disadvantaged, underserved, disproportionately impacted populations, etc.)

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following final selections, all applicants will be notified regarding the status of their application.

1. EPA will notify selected applicant(s) in writing within 15 calendar days after internal award recommendation decisions are made. This notification, which advises that the applicant's proposal is selected by review panel and recommended for award, is not an authorization to begin the project activities.
2. EPA will notify unsuccessful applicants and/or applicants that do not meet eligibility requirement, within 15 calendar days in writing after internal award recommendation decisions are made. In either event, the notification will be sent to the original signer of the proposal.

In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant's or grantee's own risk.

B. Administrative and National Policy Requirements

1. Grants and cooperative agreements with institutions of higher education and non-profits are subject to 40 CFR Parts 30 and OMB circular A-122 and/or A-21. Grant agreements with States, Tribes and local governments are subject to 40 CFR Part 31 and OMB Circular A-87. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/ogd/grants/regulations.html> .

All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at: <http://www.whitehouse.gov/omb/circulars>.

2. Programmatic Terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirements

Quarterly performance reports and a detailed final technical report will be required during the project performance period. The final technical report should include (but is not limited to) a summary covering work status, work progress, publications, and measurable environmental outputs/environmental outcomes pertinent to the project goals and objectives for the entire period. The schedule for submission of quarterly reports will be established by EPA, after award.

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://www.epa.gov/fedrgstr/EPA-GENERAL/2005/January/Day-26/g1371.htm>. Copies of these procedures may also be requested by contacting Mr. Shelly Rosenblum.

E. Pre-Award Administrative Capability Review

Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf.

VII. OTHER INFORMATION

Please see attachments:

Attachment 1: Frequently Asked Questions

Attachment 2: Examples of Environmental Outputs/Outcomes
Attachment 3: Instructions for Electronic Submissions (grants.gov)

U.S. EPA, Region 9 Program Contact:

Mr. Shelly Rosenblum

Rosenblum.Shelly@epa.gov

(415) 947-4193

ATTACHMENT 1: FREQUENTLY ASKED QUESTIONS

Funding Opportunity Number: EPA-R9-AIR6-06-008

Indoor Environments: Reducing Public Exposure to Indoor Pollutants

NOTE. This FAQ does not address all components of the RFP.

SECTION (A) - Q & A regarding the grant process

Q. Who can I contact for additional information?

A. We will only address questions having to do with Administrative issues.

Mr. Shelly Rosenblum

Rosenblum.Shelly@epa.gov

Q. Our organization has a Region 9 Indoor Air cooperative agreement which will not end until October 2007. Can we apply for funding in a different priority area?

A. Yes

Q. Is an organization allowed to submit more than one proposal, if they are for different projects?

A. Yes. Submit separate proposals.

Q. Can we include more than one priority area in our project?

A. Yes. This could be an innovative approach. The concept proposal should show how the different priority areas are linked in the project.

Q. Can we apply for two year funding?

A. Yes, but be mindful of the fact that this will extend the total funding for your award over two years, not double the funding. Please describe the project and budget on a yearly basis; funding for the second year will be dependent upon availability of funds at that time.

Q. Why are the pages documenting Past Performance” and “Programmatic Capability” not counted toward the concept proposal page limit?

A. This new requirement could differentially affect applicants. If your response to this requirement would put you over the page limit, you should clearly identify where the related text begins and ends, so that this section won’t be applied toward the page count.

Q. Is there a cost sharing or match requirement?

A. There is no cost sharing requirement, but leveraging of EPA funds can affect point score in the evaluation criteria. (See in Section V.A., VI. Budget and Matching Funds: #2.)

Q. What is “leveraging?”

A. In this case, “leveraging” is combining EPA’s funding with resources from non-EPA sources to enhance the quality and/or quantity of outputs and environmental health outcomes.

Q. Is it helpful and useful to EPA for us to clearly show that our project is scalable if I apply for the maximum funding?

A. Yes.

Q. How do I clearly show scalability?

A. If an alternate project duration (for example, one year instead of two, at a different funding level) is also provided, applicants may provide one additional page to describe changes to workplan, including expected outputs and outcomes. If needed, you may provide a separate budget page for this alternate iteration.

Q. Please define sustainability. Is there a time period for how long we should be able to sustain a project?

A. The answer to the question is that there is no specific time period for how long the project should continue after the grant has ended. This links to the following: Under Section V.A. Evaluation Criteria (Project Sustainability and Replication), “when EPA funding concludes, what is the likelihood that project can continue?”

Q. Is it required to use the Outputs/Outcomes Tables in our proposal?

A. While the table format is not mandatory, you may find that it is the easiest way to fulfill the requirement that you have described the activities, outputs and environmental outcomes aimed at achieving environmental results.

Q. Would a project utilizing EPA’s *Healthy Schools Environmental Assessment Tool (Healthy SEAT)* accomplish EPA’s goal of “all schools using IAQ Tools for Schools, or comparable IAQ practices, to ensure a strong IAQ management plan and subsequent improved IAQ in schools?”

A. EPA’s “**Healthy SEAT**” is **not** a substitute for the day-to-day vigilance and good practice that is necessary at every school to manage effectively environmental, health and safety issues in a manner that protects children, staff and the environment at all times. “Healthy SEAT” is software tool to help school districts establish and manage comprehensive school facility self-assessment programs. Among its options is an indoor air assessment checklist, which recommends that the district assessor make sure that each school has an IAQ coordinator, an IAQ profile and management plan, and records of ventilation system inspections. However, ensuring that IAQ is protected requires that school staff implement an IAQ management plan on an on-going basis, and that attention is paid on a daily basis to all activities in the school that may impact indoor air quality. This daily school-level vigilance is also essential to protect students and staff from many other potential problems, including chemical hazards, pest infestations, and water problems that may cause mold, to name only a few.

(See: <http://www.epa.gov/schools/healthyseat/frequentquestions.htm>)

Q. What supplies are allowable or not allowable under this program?

A. EPA funds can only be used for environmental (not medical) purposes. This prohibition includes asthma supplies such as spacers, peak flow meters, nebulizers, etc., but *not* appropriate environmental mitigation supplies. Additionally, EPA funds may not be used for “incentives,” such as t-shirts, pencils, etc. See Section IV. Elements of the Concept Proposal G: Budget/Supplies

Q. When will the project period begin under these awards?

A. Our goal is to begin the project approximately in November 2006.

Q. What will happen after my proposal is selected?

A. If you are selected, you will be receiving a grant guidance letter instructing you on how to prepare the final application. There may need to be negotiations about your final work plan, budget, and deliverables.

D. Can funding be used to acquire services or fund partnerships?

A. Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and sub-award or sub-grant procedures contained in 40 CFR Parts 30 or 31, as applicable.

Q. Will EPA consider partial funding for projects?

A. Yes. EPA reserves the right to partially-fund proposals by funding discrete activities, projects, or phases of proposed proposals. If EPA decides to partially fund proposals, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

B) Program-specific questions:

Q. Could you provide concrete examples of a “demonstration project?”

A. CAA 103(b)(3) states that “demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration.” (While the statute refers to technology, which mostly represents engineering, EPA is referring to education and outreach activities.)

Q. If we have an existing project that we want to expand to a new target group is this eligible?

A. Yes.

Q. Can projects include research?

A. If the applicant needs to gather information or generate data to support or inform outreach conducting, this would be reasonable. Generation of data or other research isolated from outreach program activities would not be eligible.

Q. Will EPA correct IAQ problems in schools? Does EPA want to demonstrate that repairs in schools and the use of good IAQ management plans lead to better IAQ?

A. EPA is not authorized to repair buildings - this is considered implementation. For example, EPA can demonstrate that IAQ management plans in schools are effective, but cannot go into a broad number of schools and pay for mitigation. Applicant should outline the methodology they will use in addressing IAQ in schools. EPA cautions about proposing programs or program implementation projects. EPA’s authority extends to outreach, education, and demonstration projects only.



Q. Can grant funds be used to mitigate homes?

A. Mitigation is acceptable under the authority for this grant to the extent that it is done as a way to teach occupants how to clean-up and/or prevent indoor environmental triggers of asthma in their home.

Q. What exactly do you mean by “health professionals trained” as an output for indoor environmental triggers for asthma?

A. The term “health professional” indicates someone who has received a health care degree, license, certification or credential. Asthma “training” should include a meaningful component on asthma triggers, involve a formal or informal presentation (not just distributing educational materials at an event), and should be at least the length of a 45-50 minute conference session. Outputs not meeting these criteria should be reported using other descriptors.

ATTACHMENT 2**Funding Opportunity Number: EPA-R9-AIR6-06-008****Examples of Anticipated Environmental Outcomes****Table 1-2
INDOOR AIR POLLUTANTS**



 Example Activities	 Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
ASTHMA			
Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes and/or schools	<ul style="list-style-type: none">• Number of products and services developed and/or or disseminated• Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions• Number of school personnel educated about indoor environmental asthma triggers and mitigation solutions• Number of licensed or certificated health professionals educated about indoor environmental asthma triggers and mitigations	<ul style="list-style-type: none">• Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions• Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes and/or schools.• Number of schools reducing environmental triggers of asthma in their facilities• Number of health care professionals educating asthma patients and their families about environmental asthma triggers.	<ul style="list-style-type: none">• Reduction in number of emergency room visits• Reduction in other indicators of asthma morbidity such as• number of inpatient hospital admissions,• sick visits to primary• care physicians for asthma, school days missed, symptom days, rescue medication used, and improvement in quality of life indicators



**Table 1-3
TYPES OF BUILDINGS**

<div>➡</div> <div>Example Activities</div>	<div>➡</div> <div>Example Programmatic/ Environmentally Related Outputs</div>	Example Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
SCHOOL			

Identify, develop and disseminate new or existing education and outreach products and services (e.g., training, curriculum development) targeted toward school district personnel and/or school advocates	<ul style="list-style-type: none"> • Number of products and services developed and/or disseminated • Number of school district personnel and/or school advocates educated about good indoor air quality (IAQ) management practices in schools consistent with <i>IAQ Tools for Schools (TfS)</i> 	<ul style="list-style-type: none"> • Number of school district personnel and/or school advocates demonstrating increased knowledge about good indoor air quality management practices in schools consistent with <i>IAQ TfS</i> • Number of schools implementing good indoor air quality management practices consistent with <i>IAQ TfS</i> • Reduction in exposure to indoor air pollutants in schools of staff and students • Number of district and/or statewide IAQ policies developed and/or implemented 	<ul style="list-style-type: none"> • Reduction in staff and student absenteeism • Reduction in number of asthma attacks, allergic reactions, and other IAQ related symptoms • Increase in occupant performance and productivity attributable to IAQ best practices
---	--	--	---

**Table 1-4
SPECIAL PROJECT**

 Example Activities	 Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
SPECIAL PROJECT: UNDERSERVED COMMUNITIES			

 Example Activities	 Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
Design a community-based environmental asthma trigger reduction program that addresses indoor air quality (but also may include outdoor air components)	<ul style="list-style-type: none"> Number of collaborative community based multi-media activities which address indoor and outdoor environmental asthma triggers. 	<ul style="list-style-type: none"> Reduction in exposure to environmental asthma triggers. Quantitative evaluation of the reduction of environmental asthma triggers: e.g..lbs of air particles; hours of operation of sources, etc. Good IAQ practices in schools (similar to TfS), and ETS projects in coordination with outdoor stationary and mobile source risk reduction projects Number of tribal homes adopting IAQ management methods to reduce indoor asthma triggers. 	<ul style="list-style-type: none"> Reduction in number of episodes of inner ear infection, bronchitis, asthma cases of pneumonia. Reduction in number of asthma attacks, allergic reactions, and other IAQ related symptoms.

ATTACHMENT 3

Grants.gov Proposal/Application Instructions

For Funding Opportunity Number: EPA-R9-AIR6-06-008

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance.. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs”(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package for the announcement (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R9-AIR6-06-008, or the CFDA number 66.034 that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the **“How to Apply”** button at the **top right of the synopsis page for this announcement on <http://www.grants.gov>** (to find the synopsis page go to <http://www.grants.gov> on the **“Find Grant Opportunities”** button on the top of the page and then go to EPA Opportunities

Proposal Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **June 2, 2006** (5 PM PST or 8PM EST).

Please submit all of the proposal materials described below. To view the full funding announcement, go to announcement number **EPA-R9-AIR6-06-008** or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal/Work Plan/Project Proposal, etc-

The proposal package *must* include all of the following materials:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

Project Narrative elements (maximum of 6 pages) must address those listed in Section IV of request for proposals (RFP). These elements will be evaluated according to the point distribution listed in Section V.A.

Pages should be numbered in order starting with the cover page and continuing through the appendices.

All proposals must contain the following with the corresponding page numbers:

1. Cover Page (Page 1)

The cover page should list the following information with your letterhead:

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.: Fax No.: Email Address:

Project Duration (including Starting Date and Ending Date):

First Year Funding Request:

Second Year Funding Request, if applicable:

Total Funding Request (for the entire project):

Please indicate if this proposal is a continuation of a previously EPA funded project.

Yes _____ No

If yes, please provide the following:

EPA Assistance Number: _____

Budget Period of Project: _____

2. Detailed Itemization of the amounts budgeted by Object Class Categories

(Page 2): Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Include information on other funding sources (leveraged funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

3. Table of Contents (Page 3):

4. Executive Summary (Page 4): The Executive Summary should be a stand alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and ecological benefits. (See Section I. D. for environmental results information)

Application Preparation and Submission Instructions

Documents I through III listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section III. and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears

at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 Indoor Pollutants – 1st Submission” or “Applicant Name – FY06 Indoor Pollutants – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 Indoor Pollutants – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Indoor Pollutants). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact Rosenblum.Shelly@epa.gov.

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact Rosenblum.Shelly@epa.gov. Failure to do so may result in your application not being reviewed.